



## NEW POSITION REQUEST TO COUNCIL

DATE OF REQUEST:	09 June 2024
POSITION / JOB TITLE:	Fire Service Equipment Technician
DEPARTMENT:	Fire
ANNUALIZED COST (includes benefits):	\$62,428.70 benefit calculated at 22%
EQUIPMENT COSTS:	N/A
ESTIMATED START DATE:	August 1 <sup>st</sup> 2025
TYPE OF EMPLOYMENT:	FT or CONTRACT 21 hours per-week FT

### POSITION JUSTIFICATION:

The fire department utilizes a wide range of specialized equipment and personal protective equipment (PPE), all of which require ongoing maintenance, testing, and, in many cases, compliance with industry standards and regulations. These tasks must be carried out both internally by trained fire service personnel and externally by certified vendors. Many items—such as SCBAs, fire hoses, turnout gear, rescue tools, and medical equipment—must be tested, inspected, or serviced at defined intervals to ensure operational readiness and safety.

This proposed position will be responsible for overseeing the full lifecycle of departmental equipment and PPE. Responsibilities will include scheduling and coordinating all required maintenance and testing, tracking service records, ensuring timely repairs, and making sure that all items meet or exceed the relevant safety and performance standards. This role will serve as a central point of accountability, helping to streamline communication with outside vendors and eliminate delays in the servicing or replacement of critical gear.

Having a dedicated staff member focused solely on equipment management will ensure a proactive approach to maintenance and inventory control. This individual will also monitor stock levels of consumable supplies (such as medical items, batteries, and filters) and initiate timely reorders to prevent shortages. This role is essential to maintaining the safety, reliability, and efficiency of fire operations, ultimately supporting the department's mission to protect lives and property.

#### IMPACT OF NOT APPROVING POSITION:

If not approved, the fire department may face challenges in managing the maintenance, testing, and inventory of essential equipment and personal protective equipment (PPE). Having dedicated individual overseeing these responsibilities, will lessen the burden personnel who are tasked with operational and emergency response duties. This divided attention may increase the potential for oversight, leading to missed inspection intervals, delayed repairs, and equipment that may not be in compliance with current safety standards or manufacturer guidelines.

Over time, gaps in equipment management may compromise firefighter safety, reduce operational efficiency, and increase liability for the department. Additionally, consumable items such as medical supplies, batteries, and filters may not be reordered in a timely manner, creating shortages that impact readiness and response.

Not having this position in place may affect recordkeeping, making it difficult to track maintenance histories, plan for equipment replacements, or demonstrate compliance during audits and inspections. This may lead to higher costs due to emergency repairs or rushed procurement processes, and it may reduce the overall lifespan of expensive equipment due to inconsistent care.